



2013-1894

STATE PROCUREMENT OFFICE
**NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT**

13 SEP 20 A9:57
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Public Safety/Inmate Classification
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: 13-011B

2. Vendor/Contractor/Service Provider Name: Criminal Justice Institute, Inc.

3. Describe the goods, services, or construction:

Implementation of an Offender Management Record System to assist case managers in the planning of inmates' management and programming from the beginning of their incarceration, through their confinement and their release into the community.

4. Explain in detail what is being amended:

PSD requests for: (1) An extension of the time of performance to June 30, 2014 or upon completion of the tasks, whichever is sooner; (2) A contingency clause should an unforeseen problem(s) is encountered while progressing with the development of the offender case management system; and (3) Allow for an additional twenty percent (20%) of the contract amount, approximately \$13,874.40 (20% of \$69,372.00) for the contingency.

5. Amended contract price for this request: \$ \$83,246.40

6. Explain in detail why the amendment(s) are necessary:

Delays due to the following: (1) complexities involved in the "buy-ins" from the various other database administrators that information is being queried, in regards to confidentiality and compromising the integrity of the databases among other concerns; (2) the opportunity to place the new system on OIMT's server rather than residing in Offendertrak was not available at the time of the original PE 13- 11B and would offer more versatility in the system development, if the new system resided outside of Offendertrak. Failure to approve this request will result in PSD not having an Offender Management Record System, and the lapsing of funds.

7. Identify the primary responsible staff person(s) conducting and managing this procurement. Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	Email address
Marc S. Yamamoto <i>msy 9/18/13</i>	ASO-PC	587-1215	marc.s.yamamoto@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.

Department Head Signature

9/19/13

Date

For Chief Procurement Officer Use Only

Date Notice Posted: *9/20/13*

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 09/24/13 to 06/30/14 or upon completion of tasks, whichever is sooner and shall not include any contingency clauses. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved ☐ Disapproved ☐ No Action Required

Ann S. J... *10/3/2013*
Chief Procurement Officer Date